



Staff Report

Date: May 6, 2024
To: Mayor Kircher and Council Members
From: Alex Lopez-Vega, Assistant Planner
Subject: Polite Residence, 124 Winding Way (DRP24-0001)

Recommendation

Town Council consideration for Design Review and a Demolition Permit for the project described below located at 124 Winding Way. The Town Council may adopt Resolution No. 2416 (Attachment 1) approving the project, subject to conditions.

Property Address: 124 Winding Way
A.P.N.: 072-091-17
Applicant: Ordway Construction
Property Owner: Karen Polite
Zoning: R-1:B-5A
General Plan: VL (Very Low Density)
Flood Zone: X (Moderate Risk)

Project Data

	Code Standard	Existing	Proposed
Lot Area	5 Acres	76,230 SF	No change
Building Coverage	10%	House 3,325 (4%)	No Change

Project Description:

The applicant is requesting approval for Design Review, and a Demolition Permit. The project involves removing the existing T1-11 wood exterior siding and replacing it with stucco. A demolition permit is required to alter more than twenty-five percent of the exterior wall

coverings of a residence. The property owner's request is a result of receiving notification from their home insurance policy carrier that their policy would not be renewed due to high fire risk, and the existing wood siding for the house.

Project plans are included as **Attachment 2**; Project Application and Materials are included as **Attachment 3**.

The proposed project is subject to the following permit approval:

- **Design Review Permit is required pursuant to RMC Section 18.41.010** to allow for any project resulting in the removal or alteration of more than twenty-five percent of the exterior walls or wall coverings of a residence.
- **Demolition Permit is required pursuant to RMC Section 18.50.020** to alter more than twenty-five percent of exterior wall coverings of a residence.

Background

The project site is a 76,230 SF irregular shape lot on Winding Way. A single-family residence was originally constructed at the project site circa 1974.

Advisory Design Review

Pursuant to Resolution No. 1990, Advisory Design Review is required for all applicants seeking discretionary land use permits, such as Design Review, a Demolition Permit, a Nonconformity Permit, Exceptions for Attics, a Hillside Lot Permit, and/or a Variance.

On April 16, 2024, the applicant took the project to the Advisory Design Review (ADR) group for review. The ADR members all supported replacing the proposed wood shingles with stucco for the house. While supportive of the project, the ADR members suggested opting for an earthtone color for the stucco. The owner and applicant worked with staff to come up with a natural tone for the exterior of the home, choosing 1C125 Chinchilla for the main structure.

Draft minutes of the April 16, 2024, ADR meeting are included as **Attachment 4**.

Discussion

The proposed project is subject to the following permit approvals pursuant to the Ross Municipal Code:

Design Review

Design Review is intended to guide new development to preserve and enhance the special qualities of Ross and to sustain the beauty of the town's environment. Other specific purposes include: provide excellence of design for all new development which harmonizes style, intensity and type of construction with the natural environment and respects the unique needs and features of each site and area; preserve and enhance the historical "small town," low-density

character and identity that is unique to the Town of Ross, and maintain the serene, quiet character of the town's neighborhoods; and preserve lands which are unique environmental resources including scenic resources (ridgelines, hillsides and trees), vegetation and wildlife habitat, creeks, threatened and endangered species habitat, open space and areas necessary to protect community health and safety.

The Town Council may approve, conditionally approve or deny an application for design review. The Town Council shall include conditions necessary to meet the purpose of Design Review pursuant to Chapter 18.41 and for substantial compliance with the criteria set forth in this chapter.

Staff recommends approval of Design Review, as summarized below and supported by the findings in Exhibit "A" of the attached Resolution.

The project provides excellence of design consistent with the scale and quality of existing development; preserves and enhances the historical "small town," low-density character and identity that is unique to the Town of Ross; preserve lands which are unique environmental resources; enhances the area in which the project is located; and promotes and implements the design goals, policies, and criteria of the Ross General Plan. The proposed project is not monumental or excessively large in size, is compatible with others in the neighborhood, and does not attract attention to themselves. The project proposes materials and colors that minimize visual impacts, blend with the existing landforms and vegetative cover, are compatible with structures in the neighborhood and do not attract attention to the structures. Exterior lighting is shielded and directed downward to avoid creating glare, hazard or annoyance to adjacent property owners or passersby. Landscaping protects privacy between properties, all proposed lighting is down lit with covered bulbs. The post-project stormwater runoff rates from the site would be no greater than pre-project rates.

Demolition Permit

The "small town" quality and feel of the town are heavily shaped by the attributes, integrity, historical character, and design scale of existing residential and commercial neighborhoods. The preservation, enhancement and continued use of a structure with historic, architectural, cultural and/or aesthetic importance is essential in retaining this community character. The Town Council, after considering citizen and professional input, as necessary, should decide whether a structure may be removed from the neighborhood fabric of Ross.

Pursuant to Section 18.50.20, the proposed project requires a Demolition Permit to alter more than twenty-five percent of the exterior walls or exterior wall coverings of a residence.

Staff recommends approval of the Demolition Permit, as summarized below and as supported by the findings in Exhibit "A" of the attached Resolution.

The project is consistent with the purpose of Design Review as outlined in Section 18.41.0L0. It provides excellence of design consistent with the scale and quality of existing development; preserves and enhances the historical "small town," low-density character and identity that is unique to the Town of Ross; and enhances the area in which the project is located. The project is consistent with the allowed uses and general development standards associated with the Very Low-Density land use designation of the General Plan and the Single Family Residence and Special Building Site zoning regulations; therefore, the project is recommended to be found consistent with the Ross General Plan and Zoning Ordinance. The project is required to comply with all applicable provisions, measures, and safeguards of the Town's building and safety codes, such that it would not cause detriment or injury to the health, safety, and general welfare of persons residing or working in the neighborhood.

Fiscal, Resource and Timeline Impacts

If approved, the project would be subject to one-time fees for a building permit and associated impact fees, which are based on the reasonable expected cost of providing the associated services and facilities related to the development. The improved project site may be reassessed at a higher value by the Marin County Assessor, leading to an increase in the Town's property tax revenues. Lastly, there would be no net funding impacts associated with the project.

Alternative actions

1. Continue the item to gather further information, conduct further analysis, or revise the project; or
2. Make findings to deny the application.

Environmental Review

The project is categorically exempt from the requirement for the preparation of environmental documents under the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15301 (Existing Facilities), because it consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of use beyond that existing at the time of the lead agency's determination.

Public Comment

Public notices were mailed to property owners within 300 feet of the project site 10 days prior to the meeting date, and no comments were received at the time of writing this report.

Attachments

1. Resolution No. 2416
2. Project Plans
3. Project Application and Materials
4. Draft ADR Meeting Minutes, April 16, 2024

ATTACHMENT 1

TOWN OF ROSS

RESOLUTION NO. 2416

RESOLUTION OF THE TOWN OF ROSS APPROVING DESIGN REVIEW, AND A DEMOLITION PERMIT TO REPLACE THE EXISTING WOOD SIDING TO STUCCO AT 124 WINING WAY, A.P.N. 072-091-17

WHEREAS, applicant Ordan Construction, on behalf of property owner Karen Polite has submitted an application requesting approval of Design Review, and a Demolition Permit to replace the existing wood shingles with stucco at 124 Winding Way APN 072-091-17 (herein referred to as “the Project”).

WHEREAS, the Project is determined to be exempt from the requirement for the preparation of environmental documents under the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15301 (Existing Facilities), because it consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of use beyond that existing at the time of the lead agency's determination; and

WHEREAS, on May 6, 2024, the Town Council held a duly noticed public hearing to consider the Project; and

WHEREAS, the Town Council has carefully reviewed and considered the staff reports, correspondence, and other information contained in the project file, and has received public comment; and

NOW, THEREFORE, BE IT RESOLVED the Town Council of the Town of Ross hereby incorporates the recitals above; makes the findings set forth in Exhibit “A”, and approves Design Review, and a Demolition Permit to allow the Project, subject to the Conditions of Approval attached as Exhibit “B”.

The foregoing resolution was duly and regularly adopted by the Ross Town Council at its regular meeting held on the 6th day of May 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Cyndie Martel, Town Clerk

C. William Kircher, Mayor

EXHIBIT "A"
FINDINGS
124 Winding Way
A.P.N. 072-091-17

A. Findings

I. In accordance with Ross Municipal Code (RMC) Section 18.41.070, Design Review is approved based on the following mandatory findings:

a) The project is consistent with the purpose of the Design Review chapter as outlined in RMC Section 18.41.010.

As recommended by the Advisory Design Review (ADR) Group, the Project is consistent with the purpose of the Design Review chapter as outlined in RMC Section 18.41.010. It provides excellence of design consistent with the scale and quality of existing development; preserves and enhances the historical "small town," low-density character and identity that is unique to the Town of Ross; preserve lands which are unique environmental resources; enhances the area in which the Project is located; and promotes and implements the design goals, policies and criteria of the Ross general plan.

b) The project is in substantial compliance with the design criteria of RMC Section 18.41.100.

As recommended by the Advisory Design Review (ADR) Group, the Project is in substantial compliance with the design criteria of RMC Section 18.41.100. The site would be kept in harmony with the general appearance of surrounding neighborhood. The proposed residential additions minimize building mass, bulk and height and to integrate the structure with the site. Materials and colors minimize visual impacts and blend with the existing landforms and vegetative cover, including wood and stone. The Project would maximize permeability and reduce the overall impervious surface coverage on the property, by removing existing impervious surfaces to more than offset the new development, so that the post-development stormwater runoff rates from the site would be no greater than pre-project rates.

c) The project is consistent with the Ross General Plan and zoning ordinance.

The Project is consistent with the allowed uses and general development standards associated with the Very Low-Density land use designation of the General Plan, the Single Family Residence and Special Building Site zoning regulations, therefore the Project is found to be consistent with the Ross General Plan and Zoning Ordinance.

II. In accordance with RMC Section 18.50.050 (a), Demolition Permit is approved based on the following mandatory findings:

a) The demolition will not remove from the neighborhood or town, nor adversely affect, a building of historical, architectural, cultural or aesthetic value. The demolition will not adversely affect nor diminish the character or qualities of the site, the neighborhood or the community.

The existing single-family residence does not possess historical, architectural, cultural, or aesthetic values. Additionally, the existing single-family dwelling will not be removed from the site, only the siding will be replaced.

- b) The proposed redevelopment of the site protects the attributes, integrity, historical character and design scale of the neighborhood and preserves the "small town" qualities and feeling of the town.**

As recommended by the ADR Group, the Project is consistent with the purpose of the Design Review chapter as outlined in RMC Section 18.41.010. It preserves and enhances the historical "small town," low-density character and identity that is unique to the Town of Ross.

- c) The project is consistent with the Ross general plan and zoning ordinance.**

The Project is consistent with the allowed uses and general development standards associated with the Very Low Density land use designation of the General Plan, the Single Family Residence and Special Building Site zoning regulations, therefore the Project is found to be consistent with the Ross General Plan and Zoning Ordinance.

- d) The project will not, under the circumstances of the particular case, be detrimental to the health, safety or general welfare of persons residing or working in the neighborhood and will not be detrimental to the public welfare or injurious to property or improvements in the neighborhood**

The Project will avoid detriment to public welfare and material injury to properties in the vicinity by complying with the Design Review criteria and standards (RMC Section 18.41.100).

EXHIBIT "B"
CONDITIONS OF APPROVAL
124 Winding Way
A.P.N. 072-091-17

1. The building permit shall substantially conform to the plans entitled, "Polite Residence" and dated 4/16/2024, and reviewed and approved by the Town Council on May 6, 2024. The stucco shall be 1C130 Cloud in color, with OmegaFlex Fine Texture.
2. Except as otherwise provided in these conditions, the Project shall comply with the plans submitted for Town Council approval. Plans submitted for the building permit shall reflect any modifications required by the Town Council and these conditions.
3. No changes from the approved plans, before or after project final, including changes to the materials and material colors, shall be permitted without prior Town approval. Red-lined plans showing any proposed changes shall be submitted to the Town for review and approval prior to any change. The applicant is advised that changes made to the design during construction may delay the completion of the Project and will not extend the permitted construction period.

Standard Conditions of Approval

4. The Project shall comply with the Fire Code and all requirements of the Ross Valley Fire Department (RVFD).
5. The Town staff reserves the right to require additional landscape screening for up to three (3) years from project final to ensure adequate screening for the properties that are directly contiguous to the project site. The Town staff will only require additional landscape screening if the contiguous neighbor can demonstrate through pre-project existing condition pictures that their privacy is being negatively impacted as a result of the Project.
6. BEFORE FINAL INSPECTION, the applicant shall call for a Planning staff inspection of approved landscaping, building materials and colors, lighting and compliance with conditions of project approval at least five business days before the anticipated completion of the Project. Failure to pass inspection will result in withholding of the Final Inspection approval and imposition of hourly fees for subsequent re-inspections.
7. A Tree Permit shall not be issued until the project grading or building permit is issued.
8. The Project shall comply with the following conditions of the Town of Ross Building Department and Public Works Department:
 - a. Any person engaging in business within the Town of Ross must first obtain a business license from the Town and pay the business license fee. Applicant shall provide the names of the owner, architects, engineers and any other people providing project services within the Town, including names, addresses, e-mail, and phone numbers. All such people shall file for a business license. A final list shall be submitted to the Town prior to project final.
 - b. A registered Architect or Engineer's stamp and signature must be placed on all plan pages.

- c. The building department may require the applicant to submit a deposit prior to building permit issuance to cover the anticipated cost for any Town consultants, such as the town hydrologist, review of the Project. Any additional costs incurred by the Town, including costs to inspect or review the Project, shall be paid as incurred and prior to project final.
- d. The applicant shall submit an erosion control plan with the building permit application for review by the building official/director of public works. The Plan shall include signed statement by the soils engineer that erosion control is in accordance with Marin County Stormwater Pollution Prevention Program (MCSTOPP) standards. The erosion control plan shall demonstrate protection of disturbed soil from rain and surface runoff and demonstrate sediment controls as a “back-up” system (i.e., temporary seeding and mulching or straw matting).
- e. No grading shall be permitted during the rainy season between October 15 and April 15 unless permitted in writing by the Building Official/Director of Public Works. Grading is considered to be any movement of earthen materials necessary for the completion of the Project. This includes, but is not limited to cutting, filling, excavation for foundations, and the drilling of pier holes. It does not include the boring or test excavations necessary for a soils engineering investigation. All temporary and permanent erosion control measures shall be in place prior to October 1.
- f. The drainage design shall comply with the Town’s stormwater ordinance (Ross Municipal Code Chapter 15.54). A drainage plan and hydrologic/hydraulic analysis shall be submitted with the building permit application for review and approval by the building official/public works director.
- g. An encroachment permit is required from the Department of Public Works prior to any work within a public right-of-way.
- h. The plans submitted for a building permit shall include a detailed construction and traffic management plan for review and approval of the building official, in consultation with the town planner and police chief. The plan shall include as a minimum: tree protection, management of worker vehicle parking, location of portable toilets, areas for material storage, traffic control, method of hauling and haul routes, size of vehicles, and washout areas. The plan shall demonstrate that on-street parking associated with construction workers and deliveries are prohibited and that all project deliveries shall occur during the allowable working hours as identified in the below condition 10n.
- i. The applicant shall submit a schedule that outlines the scheduling of the site development to the building official. The schedule should clearly show completion of all site grading activities prior to the winter storm season and include implementation of an erosion control plan. The construction schedule shall detail how the Project will be completed within the construction completion date provided for in the construction completion chapter of the Ross Municipal Code (Chapter 15.50).
- j. A preconstruction meeting with the property owner, project contractor, project architect, project arborist, representatives of the Town Planning, Building/Public Works and Ross Valley Fire Department and the Town building inspector is required prior to issuance of the building permit to review conditions of approval for the Project and the construction management plan.

- k. A copy of the building permit shall be posted at the site and emergency contact information shall be up to date at all times.
- l. The Building Official and other Town staff shall have the right to enter the property at all times during construction to review or inspect construction, progress, compliance with the approved plans and applicable codes.
- m. Inspections shall not be provided unless the Town-approved building permit plans are available on site.
- n. Working Hours are limited to Monday to Friday 8:00 a.m. to 5:00 p.m. Construction is not permitted at any time on Saturday and Sunday or the following holidays: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day. If the holiday falls on a Sunday, the following Monday shall be considered the holiday. If the holiday falls on a Saturday, the Friday immediately preceding shall be considered the holiday. Exceptions: 1.) Work done solely in the interior of a building or structure which does not create any noise which is audible from the exterior; or 2.) Work actually physically performed solely by the owner of the property, on Saturday between the hours of 10:00 a.m. and 4:00 p.m. and not at any time on Sundays or the holidays listed above. (RMC Sec. 9.20.035 and 9.20.060).
- o. Failure to comply in any respect with the conditions or approved plans constitutes grounds for Town staff to immediately stop work related to the noncompliance until the matter is resolved (Ross Municipal Code Section 18.39.100). The violations may be subject to additional penalties as provided in the Ross Municipal Code and State law. If a stop work order is issued, the Town may retain an independent site monitor at the expense of the property owner prior to allowing any further grading and/or construction activities at the site.
- p. Materials shall not be stored in the public right-of-way. The project owners and contractors shall be responsible for maintaining all roadways and rights-of-way free of their construction-related debris. All construction debris, including dirt and mud, shall be cleaned and cleared immediately. All loads carried to and from the site shall be securely covered, and the public right-of-way must be kept free of dirt and debris at all times. Dust control using reclaimed water shall be required as necessary on the site or apply (non-toxic) soil stabilizers on all unpaved access roads, parking areas and staging areas at site. Cover stockpiles of debris, soil, sand or other materials that can be blown by the wind.
- q. Applicants shall comply with all requirements of all utilities including, the Marin Municipal Water District, Ross Valley Sanitary District, and PG&E prior to project final. Letters confirming compliance shall be submitted to the building department prior to project final.
- r. All electric, communication and television service laterals shall be placed underground unless otherwise approved by the director of public works pursuant to Ross Municipal Code Section 15.25.120.
- s. The Project shall comply with building permit submittal requirements as determined by the Building Department and identify such in the plans submitted for building permit.
- t. The applicant shall work with the Public Works Department to repair any road damage caused by construction. Applicant is advised that, absent a clear video evidence to the contrary, road damage must

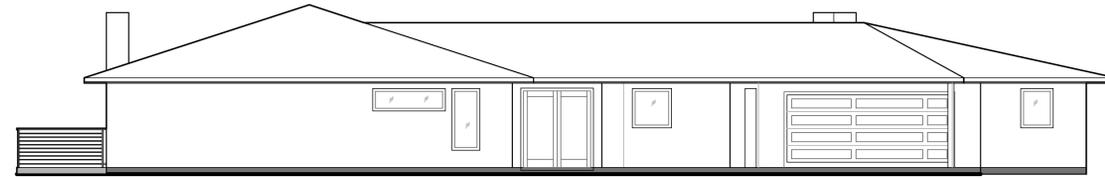
be repaired to the satisfaction of the Town prior to project final. Damage assessment shall be at the sole discretion of the Town, and neighborhood input will be considered in making that assessment.

- u. Final inspection and written approval of the applicable work by Town Building, Planning and Fire Department staff shall mark the date of construction completion.
 - v. The Public Works Department may require submittal of a grading security in the form of a Certificate of Deposit (CD) or cash to cover grading, drainage, and erosion control. Contact the Department of Public Works for details.
 - w. BEFORE FINAL INSPECTION, the Soils Engineer shall provide a letter to the Department of Public Works certifying that all grading and drainage has been constructed according to plans filed with the grading permit and his/her recommendations. Any changes in the approved grading and drainage plans shall be certified by the Soils Engineer and approved by the Department of Public Works. No modifications to the approved plans shall be made without approval of the Soils Engineer and the Department of Public Works.
 - i. The existing vegetation shall not be disturbed until landscaping is installed or erosion control measures, such as straw matting, hydroseeding, etc., are implemented.
 - ii. All construction materials, debris and equipment shall be stored on site. If that is not physically possible, an encroachment permit shall be obtained from the Department of Public Works prior to placing any construction materials, debris, debris boxes or unlicensed equipment in the right-of-way.
 - iii. The applicant shall provide a hard copy and a CD of an as-built set of drawings, and a certification from all the design professionals to the building department certifying that all construction was in accordance with the as-built plans and his/her recommendations.
9. The project shall comply with all requirements, standards, and policies of the Ross Municipal Code, General Plan, County of Marin, State, and Federal laws.
10. The project shall comply with all requirements, standards, and policies of the Ross Municipal Code, General Plan, County of Marin, State, and Federal laws.
11. The applicants and/or owners shall defend, indemnify, and hold the Town harmless along with the Town Council and Town boards, commissions, agents, officers, employees, and consultants from any claim, action, or proceeding (“action”) against the Town, its boards, commissions, agents, officers, employees, and consultants attacking or seeking to set aside, declare void, or annul the approval(s) of the Project or alleging any other liability or damages based upon, caused by, or related to the approval of the Project. The Town shall promptly notify the applicants and/or owners of any action. The Town, in its sole discretion, may tender the defense of the action to the applicants and/or owners or the Town may defend the action with its attorneys with all attorney fees and litigation costs incurred by the Town in either case paid for by the applicant and/or owners.

ATTACHMENT 2

POLITE RESIDENCE

124 WINDING WAY
ROSS, CA 94957



GENERAL NOTES

- ALL DIMENSIONS ARE TO FINISH SURFACES UNLESS NOTED OTHERWISE. DO NOT SCALE DRAWINGS.
- REVIEW DIMENSIONS PRIOR TO CONSTRUCTION. DISCREPANCIES IN DIMENSION OR LAYOUT SHOULD BE BROUGHT TO THE ATTENTION OF THE DESIGNER PRIOR TO PROCEEDING.
- CONSTRUCTION SHALL CONFORM TO ALL APPLICABLE CODES AND ORDINANCES.
- CONTRACTOR IS RESPONSIBLE FOR REMOVAL OF DEBRIS AND FOR KEEPING SPACE CLEAN ON A DAILY BASIS.
- CONTRACTOR SHALL PROVIDE DUST BARRIERS SEPARATING AREAS OF WORK FROM THE REST OF THE HOUSE. FLOORS TO BE PROTECTED SHALL RECEIVE A PVC BARRIER, MASONITE OR PLYWOOD COVER. WALL SURFACES AND MOULDINGS IN PATHS OF TRAVEL SHALL RECEIVE MASONITE OR PLYWOOD PROTECTION TO MINIMUM HEIGHT OF 6'-0".
- CONTRACTOR SHALL SCHEDULE PRE-CONSTRUCTION MEETING TO REVIEW: PATHS OF MATERIALS, ACCESS, SCHEDULING, PROVISIONS FOR PROTECTION OF SURFACES, SECURITY ARRANGEMENTS, JOB PHONE AND TOILET FACILITIES, AND COORDINATION WITH OWNER.
- DAMAGE TO RESIDENCE, PROPERTY OR FURNISHINGS CAUSED BY CONSTRUCTION SHALL BE REPAIRED AT THE CONTRACTOR'S EXPENSE.
- GENERAL CONTRACTOR SHALL COORDINATE WITH OWNER'S SECURITY COMPANY AS NECESSARY DURING CONSTRUCTION AND SHALL GIVE SUFFICIENT NOTICE FOR SCHEDULING AND COORDINATION OF SECURITY WORK.
- ALL INSULATING MATERIALS SHALL CONFORM TO THE REQUIREMENTS OF TITLE 24 CALIFORNIA ENERGY CODE AND C.E.C. LISTINGS.
- GENERAL CONTRACTOR SHALL COORDINATE SCHEDULING OF WORK WITH OWNER DURING CONSTRUCTION.
- ALL BUILDING MATERIALS DELIVERED TO THE CONSTRUCTION SITE SHALL BE PROTECTED FROM RAIN AND OTHER SOURCES OF MOISTURE.
- EXISTING FINISHES ARE TO REMAIN UNLESS NOTED FOR REMOVAL. PRIOR TO COMMENCEMENT OF WORK, CONTRACTOR SHALL SCHEDULE WALK-THROUGH WITH OWNER AND DESIGNER TO REVIEW EXTENT OF DEMOLITION.
- AFTER PRELIMINARY DEMOLITION IS COMPLETED, CONTRACTOR SHALL REVIEW LOCATION OF CONCEALED PIPING, UTILITIES, AND STRUCTURE WITH DESIGNER PRIOR TO PROCEEDING IF CONFLICTING WITH PROPOSED WORK.
- GENERAL CONTRACTOR AND PLUMBING SUBCONTRACTOR SHALL REVIEW WATER SUPPLY SYSTEM WITH OWNER AND DESIGNER AFTER DEMOLITION TO ASCERTAIN EXTENT OF PIPING AND ANY REQUIRED UPGRADE WORK.
- GENERAL CONTRACTOR AND ELECTRICAL SUBCONTRACTOR SHALL REVIEW EXISTING ELECTRICAL SYSTEM INCLUDING CAPACITY AND AMPERAGE OF MAIN PANEL. ALL UPGRADE WORK SHALL BE IDENTIFIED AND INCLUDED IN THE SCOPE OF WORK AND IN THE CONSTRUCTION COST.
- AFTER PRELIMINARY DEMOLITION IS COMPLETE, SURFACE FINISHES REMOVED AND EXISTING WALL FRAMING UNCOVERED, CONTRACTOR SHALL SCHEDULE A MEETING WITH OWNER, DESIGNER AND STRUCTURAL ENGINEER TO REVIEW LOCATION OF STRUCTURE, PIPING AND UTILITIES PRIOR TO PROCEEDING WITH FURTHER WORK.
- ALL EXISTING PIPING AND CONDUIT WHICH IS NOT PART OF THE CURRENT WORKING SYSTEM SHALL BE IDENTIFIED AND REMOVED.
- SMOKE ALARM WILL BE INSTALLED IN EACH BEDROOM AND HALLWAYS ON EACH LEVEL. CARBON MONOXIDE ALARM WILL BE INSTALLED IN HALLWAYS ON EACH LEVEL.
- THIS PROPERTY IS LOCATED IN A WILDLAND-URBAN INTERFACE (WUI) FIRE AREA AND SHALL COMPLY WITH THE PROVISIONS OF CHAPTER 7A OF THE C.B.C.
- PRIOR TO BUILDING PERMIT FINAL APPROVAL, THE PROPERTY SHALL BE IN COMPLIANCE WITH THE VEGETATION CLEARANCE REQUIREMENTS PRESCRIBED IN THE CALIFORNIA FIRE CODE SECTION 4906, CALIFORNIA PUBLIC RESOURCES CODE 4291, AND CALIFORNIA GOVERNMENT CODE 51182.

CODE SUMMARY

2019 California Building Code
2019 California Residential Code
2019 California Mechanical Code
2019 California Electrical Code
2019 California Plumbing Code
2019 California Energy Code
2019 California Green Building Standards Code
All other local codes and ordinances adopted by the Town of Ross

ARCHITECTURAL ABBREVIATIONS

A/C	AIR CONDITIONING	CL	CENTERLINE	FT	FOOT OR FEET
AB	ANCHOR BOLT	DPL	DOUBLE	FURR	FURRING OR FURRED
AD	AREA DRAIN	DEPT	DEPARTMENT	GA	GAUGE
AFF	ABOVE FINISHED FLOOR	DIA	DIAMETER	GALV	GALVANIZED
AL	ALUMINUM	DIAG	DIAGONAL	GSM	GALVANIZED SHEET METAL
ALT	ALTER OR ALTERNATE	DIM	DIMENSION	GYP	GYPSPUM
AND	AND/ANDZED	DN	DOWN	GYPBD	GYPSPUM BOARD
APPROX	APPROXIMATE	DR	DOOR	HORIZ	HORIZONTAL
ARCH	ARCHITECTURAL	DS	DOWNSPOUT	INT	INTERIOR
ASPH	ASPHALT	DSP	DRY STANDPIPE	MISC	MISCELLANEOUS
BD	BOARD	DTL	DETAIL	NTS	NOT TO SCALE
BETW	BETWEEN	DWG	DRAWING	OFD	OVERFLOW DRAIN
BLK	BLOCK	EA	EACH	OFS	OVERFLOW SCUPPER
BLDG	BUILDING	EJ	EXPANSION JOINT	OPNG	OPENING
BLKG	BLOCKING	EL	ELEVATION	PT	POINT
BM	BEAM	EDS	EDGE OF SLAB	R	RADIUS
BSMT	BASEMENT	EP	ELECTRIC PANELBOARD	REIN	REINFORCED OR REINFORCING
CB	CATCH BASIN	EXP	EXPANSION	RO	ROUGH OPENING
CBP	CEMENTITIOUS BACKER BOARD	EXT	EXTERIOR	SCHED	SCHEDULE
CEM	CEMENT	FIN	FINISH	SLNT	SEALANT
CER	CERAMIC	FIXT	FIXTURE	SSD	SEE STRUCTURAL DRAWING
CJ	CONTROL JOINT	FD	FLOOR DRAIN	STRUCT	STRUCTURE OR STRUCTURAL
CLG	CEILING	FLR	FLOOR	TD	TRENCH DRAIN
CMU	CONCRETE MASONRY UNIT	FND	FOUNDATION	TO	TOP OF ...
COL	COLUMN	FO	FACE OF ...	TOC	TOP OF CURB
COMP	COMPARTMENT	FOC	FACE OF CONCRETE	TOS	TOP OF SLAB
CONC	CONCRETE	FOP	FACE OF FINISH	TOP	TOP OF PLATE
CONT	CONTINUOUS	FOM	FACE OF MASONRY	TYP	TYPICAL
COORD	COORDINATE	FOS	FACE OF STUDS/FRAMING	UN	UNLESS OTHERWISE NOTED
CORR	CORRIDOR			VF	VERIFY IN FIELD
CT	CERAMIC TILE			WDW	WINDOW

PROJECT DIRECTORY

OWNER OF RECORD	Karen Polite 124 Winding Way Ross, CA 94957
PROJECT DESIGNER	Rosemary Brito Address: 344 Riviera Drive San Rafael, CA 94901 Tel: 415.987.6287 e-mail: rosemarybritodesign@gmail.com
GENERAL CONTRACTOR	ORDWAY CONSTRUCTION Contact: John Ordway Address: 2100 4th Street #190 San Rafael, CA 94901 Tel: 415.823.2424 e-mail: jordwaysecure@gmail.com

PROJECT DESCRIPTION

REMOVE EXISTING T111 WOOD SIDING AND REPLACE WITH STUCCO TO COMPLY WITH INSURANCE CARRIER NEW HOMEOWNERS POLICY RENEWAL UNDERWRITING GUIDELINE AND REQUIREMENT

PROJECT DATA

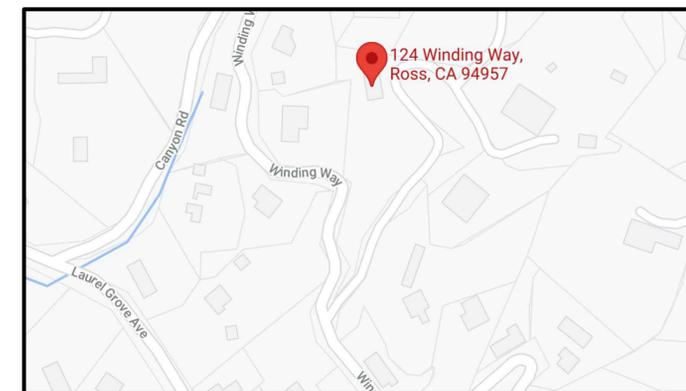
EXISTING LOT AREA:	76,230 SQ. FT.
MAX. BUILDING COVERAGE ALLOWED 10%:	7,623 SQ. FT.
EXISTING BUILDING COVERAGE:	3,325 SQ. FT.
PROPOSED BUILDING COVERAGE:	3,325 SQ. FT.

INDEX

GENERAL	
A000	COVER SHEET
A101	SITE OVERVIEW - EXISTING
A102	SITE OVERVIEW - PROPOSED
ARCHITECTURAL	
A202	EXISTING UPPER FLOOR PLAN
A204	PROPOSED UPPER FLOOR PLAN
A301	EXISTING EXTERIOR ELEVATIONS
A302	EXISTING EXTERIOR ELEVATIONS
A303	PROPOSED EXTERIOR ELEVATIONS
A304	PROPOSED EXTERIOR ELEVATIONS
STRUCTURAL	
S2.1	FOUNDATION PLAN & ELEVATION
S2.2	DECK PLAN
S3.1	SECTION & DETAILS

ARCHITECTURAL MATERIALS & SYMBOLS LEGEND

	GRID		ELEVATED BUILDING SECTION		WINDOW TAG		CONCRETE / MORTAR
	NORTH ARROW		SECTION		DOOR TAG		GYPSPUM BOARD
	LEVEL DESIGNATION		ELEVATION TAGS		KEYED NOTED		INSULATION
	BREAK LINE		REVISION		FINISH CALLOUTS		METAL
	CENTER LINE						PLYWOOD
	DIRECTION OF DOWNLOPE						SAND
	PROPERTY LINE		ENLARGED PLAN OR DETAIL				ROCK / GRAVEL / STONE
							WOOD (FRAMING THROUGH MEMBER)
							WOOD (INTERRUPTED MEMBER)



rb DESIGN
415-987-6287
rosemarybritodesign@gmail.com

Rosemary Brito

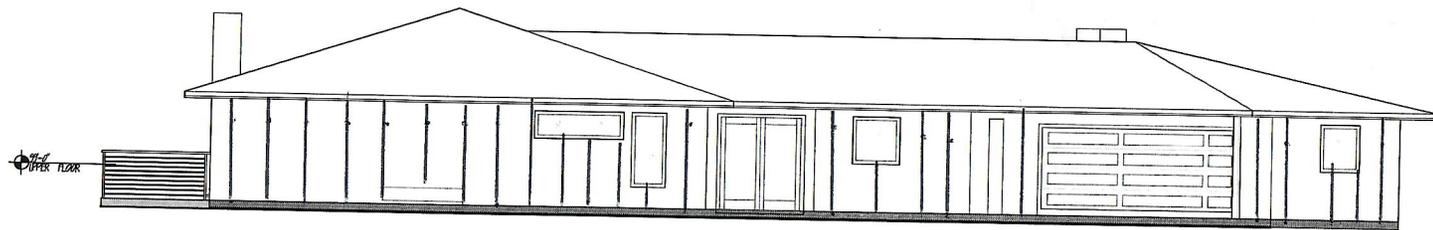
ALTERATIONS TO
POLITE RESIDENCE
124 WINDING WAY
ROSS, CA 94957

APN 072-091-17

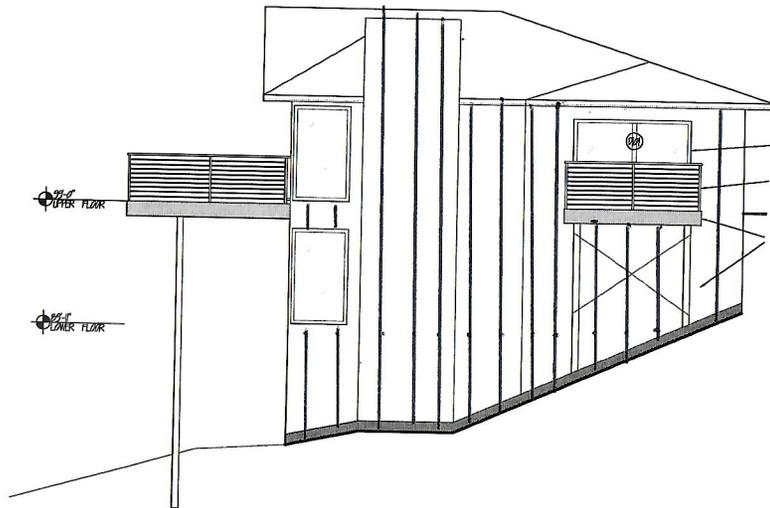
Drawing Issue / Date
PLANNING
MARCH 7, 2024
BUILDING
APRIL 16, 2024

Drawing Title
COVER
SHEET
Scale N.T.S.
Drawn By RB
Drawing Number

A000



① EXISTING NORTH ELEVATION
Scale: 1/8" = 1'-0"



② EXISTING EAST ELEVATION
Scale: 1/8" = 1'-0"

rb DESIGN

415-987-6287
 rosemaryrbdesign@gmail.com

Rosemary B. Bates

ALTERATIONS TO
 POLITE RESIDENCE
 124 WINDING WAY
 ROSS, CA 94957

SPR 072-091-17

Planning Year / Date
 PLANNING
 MARCH 7, 2024
 BUILDING
 APRIL 16, 2024

Project Title
**EXISTING
 ELEVATIONS**

Scale
 AS NOTED

Drawn By
 RB

Drawing Number

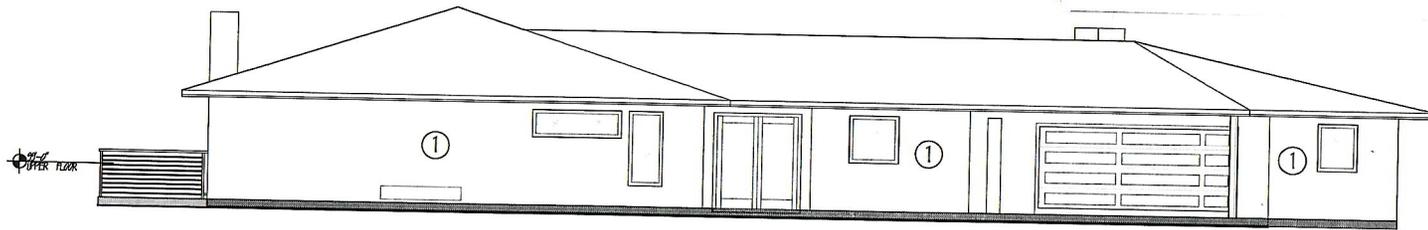
A201.1

PROPOSED MATERIALS / STUCCO COLOR:

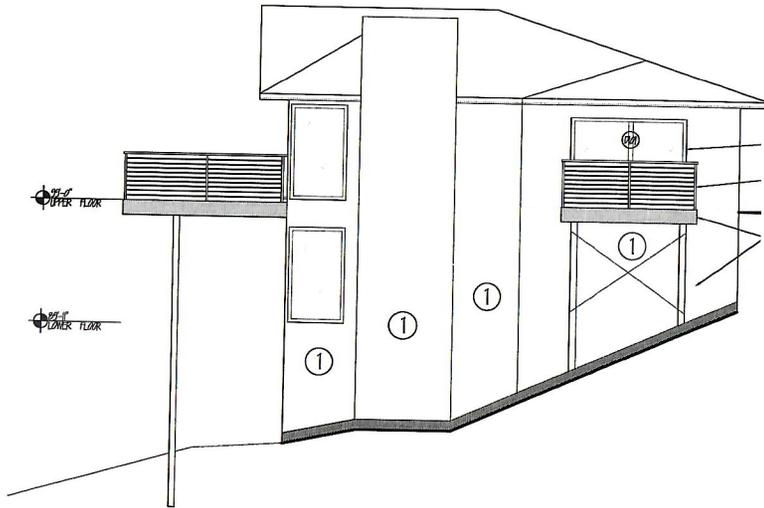
- ① - OMEGA FLEX STUCCO MEDIUM TO FINE TEXTURE GRADE; COLOR OFF WHITE OR BEIGE/NEUTRAL

GENERAL SHEET NOTES:

- REMOVE EXISTING T111 WOOD SIDING AND REPLACE WITH STUCCO TO COMPLY WITH INSURANCE CARRIER NEW HOMEOWNERS POLICY RENEWAL UNDERWRITING GUIDLINE AND REQUIREMENT



① PROPOSED NORTH ELEVATION
Scale: 1/8" = 1'-0"



② PROPOSED EAST ELEVATION
Scale: 1/8" = 1'-0"

rb DESIGN

415-987-6287
rosemaryrbtodesign@gmail.com

Rosemary Bato

ALTERATIONS TO
POLITE RESIDENCE
124 WINDING WAY
ROSS, CA 94957

APP: 072-091-17

Design Issue / Date:
PLANNING
MARCH 7, 2024
BUILDING
APRIL 16, 2024

Revised Title:
**PROPOSED
ELEVATIONS**

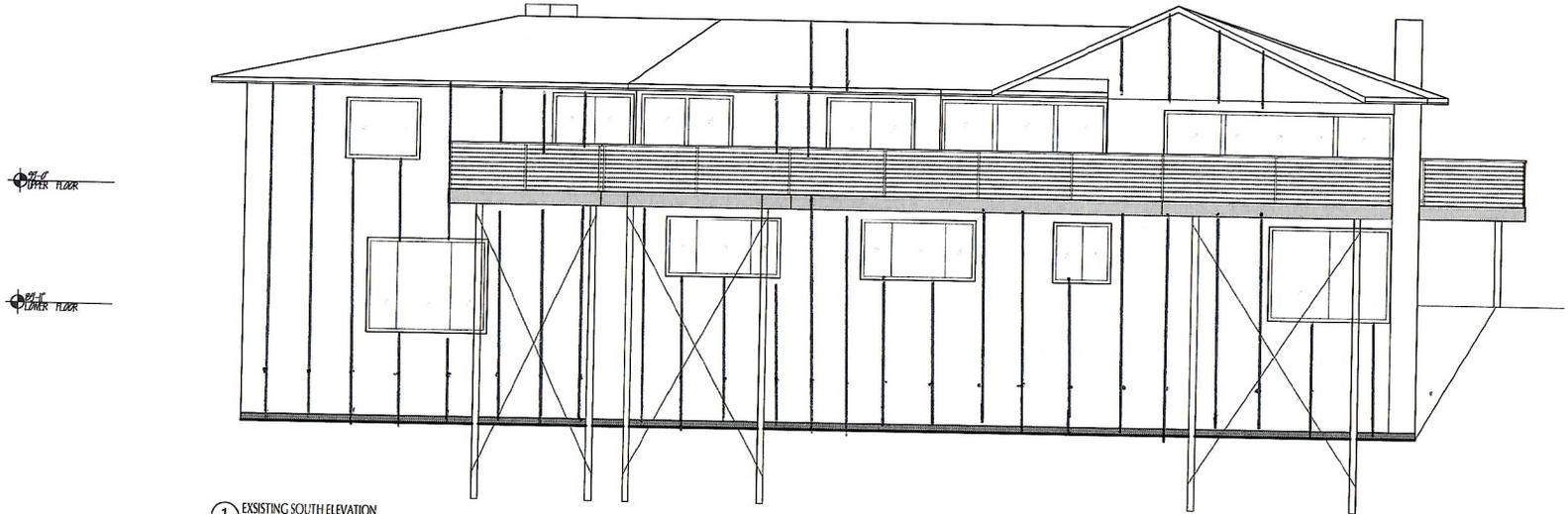
Scale:
AS NOTED

Drawn By:
RB

Drawing Number:

A201.2

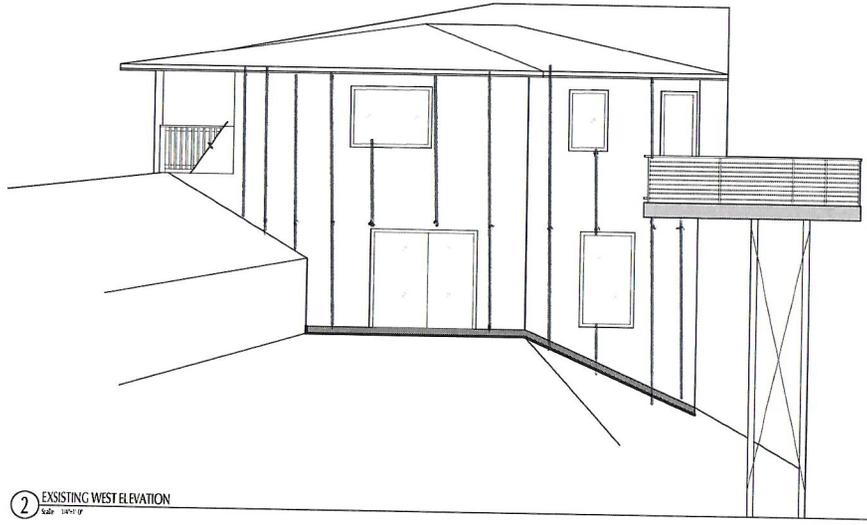
SEE STRUCTURAL DRAWINGS AND CALCULATIONS FOR ADDITIONAL INFORMATION



07-0
UPPER FLOOR

07-0
LOWER FLOOR

1 EXISTING SOUTH ELEVATION
Scale: 1/8" = 1'-0"



07-0
UPPER FLOOR

07-0
FAMILY ROOM

2 EXISTING WEST ELEVATION
Scale: 1/8" = 1'-0"

rb DESIGN

415-987-6287
rosemaryrbdesign@gmail.com

Rosemary Bats

ALTERATIONS TO
POLITE RESIDENCE
124 WINDING WAY
ROSS, CA 94957

073-091-17

PLANNING
MARCH 27, 2024
BUILDING
APRIL 16, 2024

EXISTING
ELEVATIONS

AS NOTED

RB

Drawing Number

A202.1

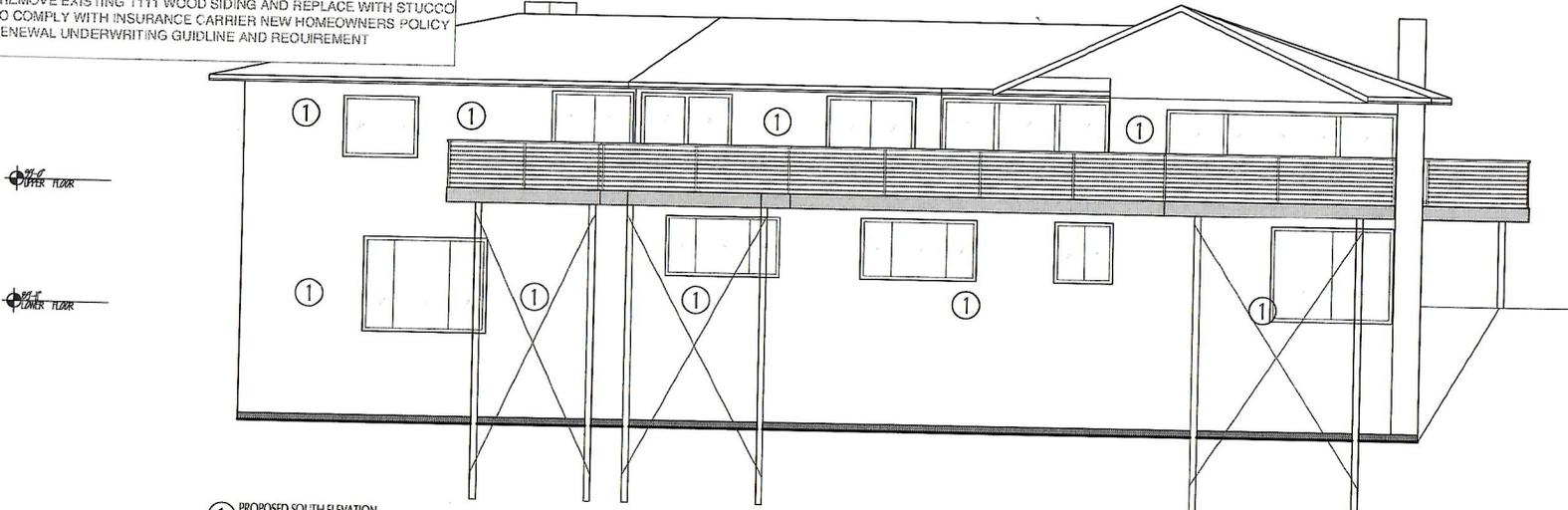
PROPOSED MATERIALS / STUCCO COLOR:

① - OMEGA FLEX STUCCO MEDIUM TO FINE TEXTURE GRADE; COLOR OFF-WHITE OR BEIGE/NEUTRAL

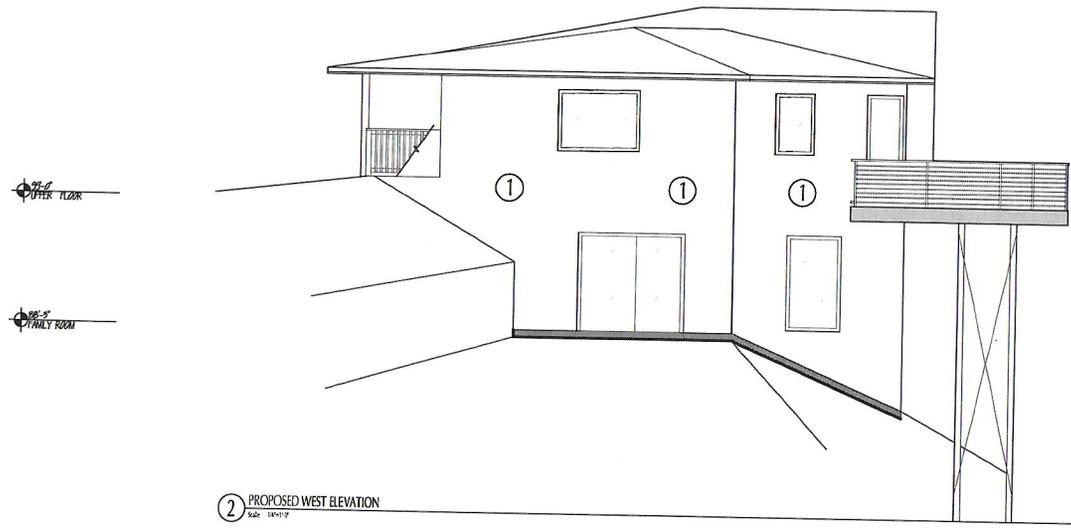
GENERAL SHEET NOTES:

- REMOVE EXISTING T111 WOOD SIDING AND REPLACE WITH STUCCO TO COMPLY WITH INSURANCE CARRIER NEW HOMEOWNERS POLICY RENEWAL UNDERWRITING GUIDLINE AND REQUIREMENT

SEE STRUCTURAL DRAWINGS AND CALCULATIONS FOR ADDITIONAL INFORMATION



① PROPOSED SOUTH ELEVATION
Scale: 1/8"=1'-0"



② PROPOSED WEST ELEVATION
Scale: 1/8"=1'-0"

rb DESIGN
415-987-6287
rosemaryrbdesign@gmail.com

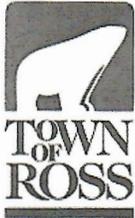
Rosemary Brito

ALTERATIONS TO
POLITE RESIDENCE
124 WINDING WAY
ROSS, CA 94957

DATE	072-091-17
DRAWING TITLE / DATE	PLANNING MARCH 7, 2024
	BUILDING APRIL 16, 2024
DRAWING TITLE	PROPOSED ELEVATIONS
SCALE	AS NOTED
DRAWN BY	RB
DRAWING NUMBER	

A202.2

ATTACHMENT 3



Town of Ross

Planning Department

Post Office Box 320, Ross, CA 94957

Telephone (415) 453-1453, Ext. 121 Fax (415) 453-1950

www.townofross.org

PLANNING APPLICATION FORM

Type of Application (check all that apply):

- | | |
|--|--|
| <input checked="" type="checkbox"/> Advisory Design Review | <input type="checkbox"/> Minor Exception |
| <input type="checkbox"/> Appeals | <input type="checkbox"/> Non-conformity Permit |
| <input type="checkbox"/> Basement and Attics Exception | <input type="checkbox"/> Accessory Dwelling Unit |
| <input type="checkbox"/> Certificate of Compliance | <input type="checkbox"/> Tentative Map |
| <input checked="" type="checkbox"/> Demolition Permit | <input type="checkbox"/> Tentative Map Amendment |
| <input type="checkbox"/> Design Review | <input type="checkbox"/> Time Extension |
| <input type="checkbox"/> Design Review- Amendment | <input type="checkbox"/> Use Permit |
| <input type="checkbox"/> Final or Parcel Map | <input type="checkbox"/> Variance |
| <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Zoning Ordinance |
| <input type="checkbox"/> Hillside Lot Permit | <input type="checkbox"/> Amendment Other: |
| <input type="checkbox"/> Lot Line Adjustment | <input type="checkbox"/> Other: |

To Be Completed by Applicant:

Assessor's Parcel No(s): 07209117

Project Address: 124 Winding Way

Property Owner: Karen Polite

Owner Mailing Address (PO Box in Ross): 124 Winding Way

City/State/Zip: Ross, CA. Owner's Phone: 415.640.4714

Owner's Email: karenpolite@gmail.com

Applicant: Ordway Construction (a.k.a. John Ordway)

Applicant Mailing Address: 2100 Fourth Street

City/State/Zip: San Rafael CA 94901 Applicant's Phone: 415.823.2424

Applicant's Email: jardwaysecure@gmail.com

Primary point of Contact Email: Owner Buyer Agent Architect

To Be Completed by Town Staff:

Date Received: _____	Planning 5300 _____
Application No.: _____	Tree Permit 5305 _____
Zoning: _____	Fee Program Administration 5315-05 _____
	Record Management 5316-05 _____
	Record Retention 5112-05 _____
	Technology Surcharge 5313-05 _____
	TOTAL FEES: _____
Date paid: _____	

Make checks payable to Town of Ross. Fees may not be refunded if the application is withdrawn.

SUBDIVISION INFORMATION ONLY

Number of Lots: _____

LOT LINE ADJUSTMENT ONLY

Describe the Proposed Lot Line Adjustment: _____

Existing Parcel Size(s) *Parcel 1:* _____ *Parcel 2:* _____

Adjusted Parcel Size(s) *Parcel 1:* _____ *Parcel 2:* _____

PARCEL ONE

PARCEL 2

Owners Signature: _____ Owner's Signature: _____

Date: _____ Date: _____

Owner's Name (Please Print): _____ Owner's Name (Please Print): _____

Assessor's Parcel Number: _____ Assessor's Parcel Number: _____

* If there are more than two affected property owners, please attach separate letters of authorization.

REZONING OR TEXT AMENDMENT ONLY

The applicant wishes to amend Section _____ of the Ross Municipal Code Title 18.

The applicant wishes to Rezone parcel _____ from the _____ Zoning District to _____.

GENERAL OR SPECIFIC PLAN AMENDMENT ONLY

Please describe the proposed amendment: _____

CERTIFICATION AND SIGNATURES

I, the property owner, do hereby authorize the applicant designated herein to act as my representative during the review process by City staff and agencies.

Owner's Signature: *Kenneth B. Pivota* Date: *3^{KP}·18·24*

I, the applicant, do hereby declare under penalty of perjury that the facts and information contained in this application, including any supplemental forms and materials, are true and accurate to the best of my knowledge

Owner's Signature: *John R. Cook* Date: *3-18-2024*

SIGNATURE:

I hereby authorize employees, agents, and/or consultants of the Town of Ross to enter upon the subject property upon reasonable notice, as necessary, to inspect the premises and process this application.

I hereby authorize Town staff to reproduce plans and exhibits as necessary for the processing of this application. I understand that this may include circulating copies of the reduced plans for public inspection. Multiple signatures are required when plans are prepared by multiple professionals.

I further certify that I understand the processing procedures, fees, and application submittal requirements.

I hereby certify that I have read this application form and that to the best of my knowledge, the information in this application form and all the exhibits are complete and accurate. I understand that any misstatement or omission of the requested information or of any information subsequently requested shall be grounds for rejecting the application, deeming the application incomplete, denying the application, suspending or revoking a permit issued on the basis of these or subsequent representations, or for the seeking of such other and further relief as may seem proper to the Town of Ross. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this application was signed at

123 Winding Way, Ross, California on 3.18.24

Karen B. Polata

John R. Ludwig

Signature of Property Owner(s) and Applicant(s) Signature of Plan Preparer

Notice of Ordinance/Plan Modifications

- Pursuant to Government Code Section 65945(a), please indicate, by checking this box, if you would like to receive a notice from the Town of any proposal to adopt or amend the General Plan, a specific plan, zoning ordinance, or an ordinance affecting building permits or grading permits, if the Town determines that the proposal is reasonably related to your request for a development permit.

Alternate Format Information

The Town of Ross provides written materials in an alternate format as an accommodation to individuals with disabilities that adversely affect their ability to utilize standard print materials. To request written materials in an alternate format please contact us at (415) 453-1453, extension 105.

Consultant Information

The following information is required for all project consultants.

Landscape Architect

Firm _____
Project Landscape Architect _____
Mailing Address _____
City _____ State _____ ZIP _____
Phone _____ Fax _____
Email _____
Town of Ross Business License No. _____ Expiration Date _____

Civil/ Geotechnical Engineer

Firm _____
Project Engineer _____
Mailing Address _____
City _____ State _____ ZIP _____
Phone _____ Fax _____
Email _____
Town of Ross Business License No. _____ Expiration Date _____

Arborist

Firm _____
Project Arborist _____
Mailing Address _____
City _____ State _____ ZIP _____
Phone _____ Fax _____
Email _____
Town of Ross Business License No. _____ Expiration Date _____

Other

Consultant _____
Mailing Address _____
City _____ State _____ ZIP _____
Phone _____ Fax _____
Email _____
Town of Ross Business License No. _____ Expiration Date _____

Other

Consultant _____
Mailing Address _____
City _____ State _____ ZIP _____
Phone _____ Fax _____
Email _____
Town of Ross Business License No. _____ Expiration Date _____

NOTICE OF NONRENEWAL



The Standard Fire Insurance Company

AGENT/CASE		ISSUE DATE	OFFICE
AJG RISK MGMT SERVS LLC		2/1/2024	476
EFFECTIVE DATE OF EXPIRATION	POLICY IDENTIFICATION NO.		
04/26/2024	PRODUCER'S CODE	POLICY IDENTIFICATION NO.	
	0FW505	608372255 633 1	

NAMED INSURED

MORTGAGEE

**KAREN POLITE
PO BOX 1443
ROSS, CA 94957-1443**

LOCATION OF PROPERTY: *(if other than address of Named Insured shown above)*

**124 WINDING WAY
ROSS, CA 94957-9696**

We wish to inform you that your **Homeowners** policy designated above will not be renewed at the expiration of its current policy term. Your policy will nonrenew on the effective date of expiration indicated above at the hour on which the policy became effective. If you have any questions regarding this notice, please contact your agent or insurance representative.

REASON FOR THIS ACTION

**We are nonrenewing your policy because the risk does not meet our minimum underwriting requirements as described below:
Dwelling location has a high brushfire risk and wood siding.**

ADDITIONAL INFORMATION REGARDING THE REASON(S) FOR NONRENEWAL



You have a right to a written statement containing the specific items of information that support the reasons for our action and the names and addresses of institutional sources and insurance support organizations that supplied the items of information.

In addition, you have a right to see and obtain a copy of all recorded information which we used to take this action or to be told the nature and substance of that information after properly identifying yourself.

You must make a written request within 90 days of the date of this notice to exercise these rights.

If you disagree with the accuracy of the recorded information used to take this action, you have the right to request in writing an amendment, a correction, or a deletion of the recorded information in dispute. If we refuse your request, you have the right to file a statement containing supplemental information or explaining why you disagree. We will put your statement in our file so that anyone reviewing your file will see it.

THIS NOTICE IS GIVEN ONLY BY THE COMPANY WHICH ISSUED THE POLICY.

80107000104000335 PACMTR 24032

The Standard Fire Insurance Company

Important Information About Your Wildfire Risk *

As our customer, you have more than 160 years of experience, financial stability and superior claim service behind you, so you can feel protected – especially when you need us most. For part of our policy rating, we order a wildfire risk score from a third party on your insured location. These scores can range from 0 to 30 with 0 being a Negligible exposure to wildfire and 30 being an Extreme exposure to wildfire. Your score is 6, which means you are within the High range. You were assigned this score because the location is:

- surrounded by light to moderate fuels (grass, trees or dense brush),
- located on a steep slope or grade,
- in an area with no road access problems,
- not located within a Special Hazard Interface Area.

Additional Information on the Factors used to determine your Wildfire Risk

Fuel in Surrounding Area - This is determined by the amount of fuel (grass, trees or dense brush) surrounding your property. Higher amounts of fuel form larger risks for wildfire damage.

Slope - Measures the steepness of your property location. Steeper slopes create larger wildfire risks since fire spreads faster uphill.

Road Access - Evaluates the road access to your property location. Properties with more limited road access present greater exposures for wildfire damage since emergency response vehicles and equipment will not be able to access the property quickly or easily.

Special Hazard Interface Area (SHIA) - Combines information about known climatic and wind patterns in CA with information about your property location's direction from heavy fuels, to assess the likelihood that a property would ignite due to its proximity to high heat and/or wind-borne burning embers.

While we encourage you to mitigate your property against wildfire risk, it is unlikely to impact your wildfire risk score. However, please note that the California Department of Insurance has adopted new requirements for insurance companies to reflect wildfire safety and mitigation efforts taken by their policyholders in their rating plans. We have submitted a proposed rating plan incorporating these requirements and, once it is approved by the California Department of Insurance, this Important Notice and applicable rates will be updated to reflect the types of wildfire safety and mitigation efforts included in our rating plan as well as the associated policy credit for each.

Although your wildfire risk score impacted your prior policy term, your Travelers policy is being non-renewed and therefore will no longer have an impact on your premium upon expiration of your policy with us.

If you disagree with your wildfire risk score you have the right to appeal it. You may contact us in one of the following ways to submit an appeal:

- Email us at: consumeraffairs@travelers.com.
- Write to us at: Travelers
Attn: Consumer Affairs
One Towers Square, 8MS
Hartford, CT 06183
- Call us at: 1-888-596-2250.

For all other questions, please contact your agent or Travelers representative at 1-877-872-8737.

Thank you for choosing Travelers to help you protect what matters most.



From: Karen Polite karenpolite@gmail.com
Subject: Exterior Work
Date: Mar 16, 2024 at 11:30:34 AM
To: Ryan Kelly rkells9@gmail.com, John Shalavi
john@bcpartnersinc.com, David Nasaw dnasaw@met-
advisors.com, Carla Roth croth@met-advisors.com,
Randi Kelly randilkelly@gmail.com, Sheri Shalavi
sshalavi@gmail.com

Hi Neighbors,

I'd like to keep you in the loop regarding the current project on my house. Unfortunately, I recently received notice from the insurance carrier that they would not be renewing the homeowner's policy unless I remove the current wood siding and replace with a more fire resistant material (cement fiber siding or stucco). As part of the Town of Ross permit process, I'm required to send neighbor outreach notification. I plan to replace the siding with a fine to medium texture grade stucco. There will be no structural changes to the existing property. Color will be neutral-beige, gray or off white.

Please feel free to let me know if this is agreeable to you and if you have questions.

Hope all are well!

Karen Polite
124 Winding Way #1443
Ross, CA 94957

Hi Karen

I hope you have been well.

We have no objection to the improvements. When do you expect to do it and how long will it take?

Best regards,

John

Sent from my iPhone

3

072-031-22

LUNGARNO REVOC TRUST ETAL

PO BOX 1468

ROSS, CA 94957

On Mar 16, 2024, at 8:30 AM, Karen Polite

<karenpolite@gmail.com> wrote:

Hi Neighbors,

I'd like to keep you in the loop regarding the current project on my house. Unfortunately, I recently received notice from the insurance carrier that they would not be renewing the homeowner's policy unless I remove the current wood siding and replace with a more fire resistant material (cement fiber siding or stucco). As part of the Town of Ross permit process, I'm required to send neighbor outreach notification. I plan to replace the siding with a fine to medium texture grade stucco. There will be no structural changes to the existing property. Color will be neutral-beige, gray or off white.

Please feel free to let me know if this is agreeable to you and if you have questions.

From: Randi Kelly randilkelly@gmail.com
Subject: Re: Exterior Work
Date: Mar 16, 2024 at 1:35:54 PM
To: Karen Polite karenpolite@gmail.com
Cc: Ryan rkells9@gmail.com

Hi Karen,

I am sorry you are having to replace your siding. I'm sure was not in the plan when you bought the house.

We are ok with the proposed changes. Good luck and I hope they can finish quickly.

Thank you for letting us know.

Randi Kelly

646-785-6662

randiLkelly@gmail.com

(be sure to include the "L" in my email)

② 072-031-47
KELLY RYAN &
PO BOX 976
ROSS, CA 94957

On Mar 16, 2024, at 11:30 AM, Karen Polite
<karenpolite@gmail.com> wrote:

Hi Neighbors,

I'd like to keep you in the loop regarding the current project on my house. Unfortunately, I recently received notice from the

From: Carla Roth croth@met-advisors.com
Subject: exterior
Date: Mar 16, 2024 at 4:34:56 PM
To: karenpolite@gmail.com

Sounds like FUN! (not)
but you have our support
Carla



072-031-24

ROTH CARLA REVOC TRUST OF 2

PO BOX 1449

ROSS, CA 94957

ATTACHMENT 4

MINUTES

Meeting of the Ross
Advisory Design Review Group
April 16, 2024, 6:00pm

Video and audio recording of the meeting is available online at the Town's website at:
townofross.org/meetings.

1. 6:00 p.m. Commencement

Chair Kruttschnitt called the meeting to order.

Present: Mark Kruttschnitt, Joey Buckingham, Laura Dewar and Stephen Sutro; Roberta Feliciano (Planning and Building Director), Alex Lopez-Vega (Assistant Planner)

Absent: Mark Fritts

2. Approval of Minutes.

The ADR Group approved the minutes from the March 19, 2024, meeting.

3. Open Time for Public Comments

No comments were provided.

4. Planning Applications/Projects

- a. **Property Address:** 124 Winding Way
 Property Owner: Karen Polite
 Applicant: Ordway Construction
 Parcel Number: 072-091-17
 Zoning: R-1: B-5A
 General Plan: VL (Very Low Density)
 Flood Zone: X (Moderate Risk)

Project Summary: The applicant requests a recommendation to the Town Council for Design Review, and a Demolition Permit. The project includes removing the existing T-11 wood siding and replacing it with stucco. A demolition permit is required to alter more than twenty-five percent of the exterior wall coverings of a residence.

Stephen Sutro

- Agrees with ADR members darker stucco color

Joey Buckingham

- Encourages the applicant to go with a darker color and smoother finish

Mark Kruttschnitt

- Second Joey recommendation to for a darker stucco color

- Not as concerned about the texture but go with a darker more earthtone tone stucco color.

Laura Dewar

- Agrees with the recommendations by Joey

b.

Property Owner: Gita and Nick Stiritz
Applicant: Barbara Chambers
Parcel Number: 073-151-18
Zoning: R-1:B-20
General Plan: L (Low Density)
Flood Zone: X (Moderate Risk)

Project Summary: The applicant requests a recommendation to the Town Council for Design Review, a Nonconformity Permit, and a Variance. The project includes demolishing the existing pool house in the rear yard totaling 345 square feet (SF) and proposes to transfer the floor area to the main house. The project includes relocating the existing nonconforming pool to a new location, perpendicular to the residence. A variance is required to construct the relocated pool, patio, trellis, and an outdoor fireplace within the rear yard setback.

Stephen Sutro

- Overall the project is well designed
- Supports the changes to the structure and transferring the square footage nicely design
- Supports the pool placement and size change
- Okay with the trellis and patio

Laura Dewar

- Supports the project
- Supports the pool placement since it is closer to the neighbor's garage
- Additions to the house look good
- The trellis does not have a big impact since it will be tucked in from the street

Joey Buckingham

- The project is great
- Huge improvement
- Trellis wont be seen from the street since ADU will be blocking it

5. Conceptual Advisory Design Review

No items

6. Information and Discussion.

- a. Design Review for exterior wall coverings
 - The ADR group provided staff with proposed amendments to the design review and demolition sections of the Zoning code regarding exterior wall coverings.

7. New Agenda Items.

Adjournment, 6:48 PM.

Next scheduled regular meeting date and time: May 21, 2024, at 6:00 PM.

DRAFT